



SORRT

NETWORK

CALENDAR

ANNUAL RECYCLING REPORTS DUE

FEBRUARY 1, 2008

Large-sized businesses
(250 or more employees)

MARCH 1, 2008

Medium-sized businesses
(100 - 249 employees)

Selected small-sized businesses
(less than 100 employees)

Commercial property owners/
managers of multi-tenant facilities

EARTH DAY CELEBRATION

APRIL 26, 2008

11:00 am - 3:00 pm
Location to be determined

RECYCLING AWARENESS WEEK

MAY 19-23, 2008

Recognition of schools, businesses, and
organizations that meet and exceed the
County's recycling requirements



Business
Recycling:
It's the
Law.



Filing Your Annual Recycling Report is Easy

More than half of Montgomery County's solid waste is generated by the County's estimated 35,000 businesses. Montgomery County is committed to protecting the environment and has developed regulations and policies to reduce the amount of solid waste generated and to increase the amount of materials businesses recycle. Recycling is the law in Montgomery County and Executive Regulation (ER) 15-04AM requires all businesses to recycle mixed paper, commingled materials (aluminum cans and foil products, bi-metal cans, glass bottles and jars, and plastic narrow-neck bottles), yard trim, Christmas trees and scrap metal. In addition, large (250 or more employees), medium (100-249 employees), selected small businesses (fewer than 100 employees), and property owners/managers of multi-tenant facilities, must file an Annual Recycling and Waste Reduction Report (Annual Recycling Report) with the Division of Solid Waste Services (DSWS). The Annual Recycling Report provides the County with data on the total amount of waste generated, and the type and quantity of materials recycled each calendar year. By measuring business recycling activities, the County can assess future recycling policies and programs and determine where more resources are needed.

How do I get the information required to complete the Annual Recycling and Waste Reduction Report for my business?

To determine the quantity of material your business recycles and disposes of as waste, consult your collection company(ies) and review your invoices for service. Your collection company(ies) should be able to provide you with all the information you will need to complete the Annual Recycling Report. If you self-haul materials, review copies of scale house tickets or you reporting logs.

The County recommends tracking this data monthly and totaling it when you are preparing your Annual Recycling Report. Ask your collection company to provide monthly tonnage reports (weight receipts) along with its invoice. Businesses are required to maintain copies of contracts and/or invoices for inspection and copying by the County for verification purposes.

(continued on page 2)

Visit Our
Web Site

www.montgomerycountymd.gov/recycling

(continued from cover)

How do I complete and file my Annual Recycling and Waste Reduction Report?

Completing your Annual Recycling Report is easy. It is a three-page form that requires basic contact information, descriptions of the types and quantities of items that are recycled, and the amount of solid waste (trash) collected from your business. The report must also contain details regarding each business' waste reduction efforts, and describe how employees and customers are informed about the recycling program. Businesses can mail or fax their Annual Recycling Report to the DSWS.

Alternatively, to reduce paper, businesses are encouraged to file their Annual Recycling Report on-line. Businesses may file electronically after January 1, 2008 by visiting www.montgomerycountymd.gov/recycling and completing the on-line reporting form.

What are the Benefits to Filing On-line?

Filing your Annual Recycling Report on-line has a number of benefits. Besides fulfilling mandated County requirements, the Annual Recycling Report can be a useful and ongoing tracking tool to measure and monitor your business' recycling efforts.

Filing on-line:

- Provides instant and quick confirmation of receipt by the County.
- Eliminates the need to mail or fax your Annual Recycling Report reducing the possibility of the report getting lost in the mail or faxed incompletely.
- Provides quick access to previous Annual Recycling Reports submitted electronically. This allows you to review submitted data and evaluate how successful your business was at improving its recycling program and reducing waste from year-to-year.
- Allows you to enter, store, and update information as it becomes available. You can intermittently add data to the form on-line over the course of the year, so when the Annual Recycling Report is due, you can quickly submit it to the County with the click of a button.
- It will help you and the County to reduce paper usage.



What are the filing deadlines for the Annual Recycling Report?

Business Size (Number of Employees)	Annual Recycling Report Due Date
Large (250 or more employees)	February 1
Medium (100-249 employees)	March 1
Small (Fewer than 100 employees)	Initial submission due within 60 days from receipt of a written request from DSWS; thereafter, annually by March 1
Property Owners/Managers of Multi-Tenant Facilities	March 1

Please note: Failure to file an Annual Recycling Report to the County is a class B violation of Montgomery County Code and is subject to a fine of at least \$100.00.

Helpful Tips to Remember when Filing Your Annual Recycling Report

- ✓ Your Annual Recycling and Waste Reduction Report will always cover the previous calendar year. For reports submitted by February 1 and March 1, 2008, the report covers calendar year 2007.
- ✓ Track your business' recycling information monthly and total it when you prepare your Annual Recycling Report.
- ✓ Ask your collection company to provide monthly tonnage reports (weight receipts) along with your invoice.
- ✓ When reporting recyclable material information, don't forget to list any voluntary materials your business recycles such as pallets, toner cartridges, textiles, computer equipment, etc.
- ✓ Don't forget to include the amount of solid waste (trash) collected from your business. This will allow the County to estimate your recycling rate.
- ✓ On page 3 of the Annual Recycling Report form, briefly describe your business' waste reduction and education efforts.
- ✓ Please remember that the Annual Recycling Report must be signed by the person completing the report as well as a corporate officer who is responsible for compliance with the recycling regulations.
- ✓ **Reminder to Property Managers:** Ask your tenants to provide you with the amounts of additional recyclable materials that they contract for service independently (such as shredded paper) and add this information to your Annual Recycling Report for the entire building/property.

Voluntary Recycling Lets Your Business Do Even More

Besides specific materials that are required to be recycled in Montgomery County (see back cover), there are many other types of materials that are not necessarily required to be recycled, but that can still be saved from the solid waste stream. In fact, you may already recycle voluntary materials. For example, many area grocery stores collect and recycle plastic shopping bags and office supply companies collect and recycle printer toner cartridges and computer equipment. When you purchase products, ask your retailer or the manufacturer if they will take back and recycle the product after it is used.

What else can your business voluntarily recycle? Some examples include:

- Plastic film, such as plastic bags and shrink wrap
- Food waste, including cooking grease and oil
- Wood waste, such as pallets
- Batteries
- Motor oil/anti-freeze
- Carpet
- Construction and demolition debris
- Toner cartridges
- Computer equipment
- Textiles

For additional information on finding a recycling company or facility that will accept these voluntary materials, please refer to the Montgomery County Business Recycling Regulation Handbook, Section 7: Specialized Recycling Services by Material Type, or contact the SORRT Program at (240) 777-6400 for assistance.

Focus On: Food Waste



Recycling Food Waste in Montgomery County: Challenges and Opportunities

Businesses such as restaurants, institutions, and other food service operations generate significant amounts of food waste. While many Montgomery County restaurants have implemented successful recycling programs for materials such as mixed paper, commingled materials, and cooking grease and oil, food waste is one of the significant materials remaining in the solid waste stream. Recently, the Division of Solid Waste Services has received requests from businesses throughout Montgomery County inquiring about the ability to recycle food waste.

The market for food waste composting is extremely limited at this time in the region. Most food waste composting systems require areas with sufficient space to compost food and then require storage space to allow the composted food waste to cure for several months before it can be used. While private composting companies in the mid-Atlantic region are beginning to explore and implement composting programs, limitations exist in the amount of material that can be accepted due to space constraints and distance from the generator to the composting site. There are no commercial food waste processing facilities in Montgomery County.



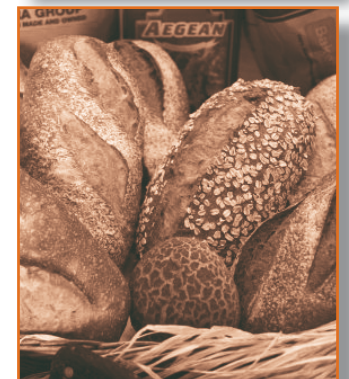
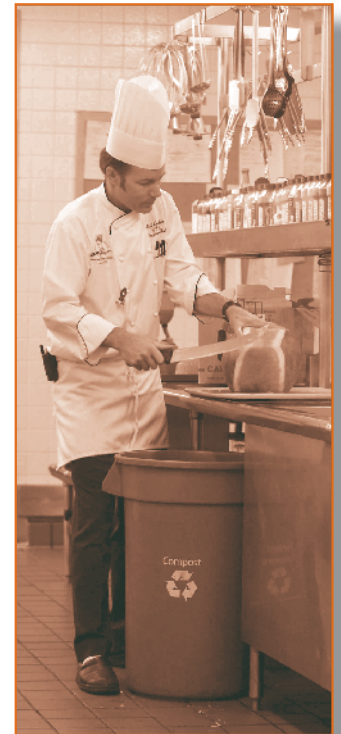
Some businesses may actually have the ability to compost food waste right on-site. There are vendors of containerized compost systems that manufacture and sell in-vessel composting systems (see photo left). Typically, these are large containers that employees add food waste to, and in as little as 14 days, the food has been composted and is removed from the system. However, after this process, the composted food waste must still be cured for several months before it can be used.

An alternative to food waste composting is donating extra food or edible but out-dated food to a local food bank.

Set aside edible but unsalable food for collection by an

organization that provides food for those in need. Restaurants, fast food establishments, and cafeterias can also implement simple waste prevention procedures that will eliminate much of the waste that is thrown away. With proper purchasing and handling, and careful preparation and storage, food service establishments can help reduce waste and save money!

For more information on the future of food waste composting or for a list of food donation programs in your area, please call the SORRT Program at (240) 777-6400.



To join SORRT or learn more about business recycling, call Gabriela Monzon-Reynolds,
Program Manager for Montgomery County's SORRT Program.

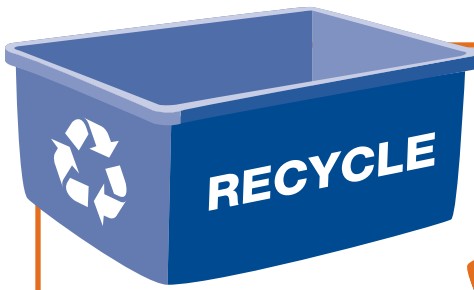
240-777-6400 • 240-777-6442 (TTY) • 240-777-6465 (FAX) • E-mail: recycle@montgomerycountymd.gov

VISIT US AT OUR WEB SITE: www.montgomerycountymd.gov/recycling



Montgomery County Department of Public Works and Transportation
Division of Solid Waste Services
101 Monroe Street, 6th Floor • Rockville, MD 20850-2589







There's always time for recycling...



Recycling Checklist

Commercial properties and businesses must recycle the following materials if these products are generated:

MIXED OR SORTED PAPER

-  White Paper & Colored Paper
-  Cardboard, Boxboard, & Cereal Boxes
-  Newspaper & Inserts
-  Magazines & Catalogs
-  Telephone, Paperback, & Hardcover Books
-  Unwanted Mail & Envelopes
(with or without windows)
-  Shredded Paper &
All Other Clean, Dry Paper

COMMINGLED CONTAINERS

-  Glass Bottles & Jars
-  Aluminum Cans & Foil Products
-  Bi-Metal Food & Beverage Cans
-  Plastic Narrow-Neck Bottles
(The opening of the container must be
narrower than the body of the container.)



YARD TRIM

(Grass, Leaves, and Brush)



CHRISTMAS TREES



SCRAP METAL

Businesses are encouraged to voluntarily
recycle the following materials:

- Toner Cartridges
- Pallets
- Computers
- Batteries

www.montgomerycountymd.gov/recycling

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and Recyclable Paper



Montgomery County Division of Solid Waste Services
SORRT Program
Contact: Gabriela Monzon-Reynolds
101 Monroe Street, 6th Floor
Rockville, MD 20850
Important Contact Information
Division of Solid Waste Services
(240) 777-6400
(240) 777-6442 (tty)
(240) 777-6465 (fax)
www.montgomerycountymd.gov/recycling
e-mail: recycle@montgomerycountymd.gov
Recycling for Businesses
(240) 777-6400
Recycling for Multi-Family Properties
(240) 777-6400
County Transfer Station
(301) 840-2370
County Recycling Center
(301) 417-1433
This information is available in an alternate format by
calling Gabriela Monzon-Reynolds at (240) 777-6400.

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2008

WINTER

